



PROJECT COORDINATOR

Full-Time Summer Internship

Term: May 6th 2019 - August 23rd 2019

About Lucky Iron Fish Enterprise (LIFE)

LIFE has created a small iron cooking tool, in the shape of a fish, that infuses meals with a healthy amount of natural iron to help prevent and address iron deficiency and anemia. Iron deficiency is the world's largest micronutrient challenge, negatively impacting the lives of over 2 billion people around the world. The Lucky Iron Fish is simple to use and provides a natural source of iron that's clinically proven and safe to use. As a BCorp, impact is at the core of what we do. LIFE has a Buy One Give One model: for each fish purchased online, LIFE commits to donating one to a community in need.

About the Position

As the **Project Coordinator**, you will work directly with the Partnerships and Impact Manager and the VP of Operations and Sales to help build out sales channels and specifically the sales funnel for bulk orders from the nonprofit sector. The position will include process management to ensure proper data management and reporting, as well as research into trends and stats in development work and putting together case studies. Some grant writing/research may also be required.

As a part of this internship, the successful applicant will also participate in workshops, networking sessions and Lunch & Learns with Good & Well - a Toronto-based impact investment firm - alongside interns from several other social purpose businesses.

About the Position

- Assist in gathering sales data and producing relevant metrics.
- Improve the delivery process by defining procedures, measuring accuracy and streamlining processes.
- Support the Partnerships and Impact Manager by maintaining document control, conducting database management, and coordinating and tracking project activities and communications to ensure that project goals are accomplished.
- Develop a nonprofit, charity and foundation sales funnel to help distribute the fish.
- Assist with grant writing and proposal development for partnerships with NGOs and charities.

- Research iron deficiency interventions and develop case studies for LIFe.

Must-Haves

- Currently pursuing a degree in Business, International Business or equivalent studies and intending to return to school in the fall.
- Understanding of, and passion for, social enterprise and business for good.
- Strong multitasking skills and adaptability to shifting priorities.
- Strong organization skills.
- Working knowledge of MS Office.
- Experience with G Suite tools.
- Experience with CRM project management software.
- Be between the ages of 15 and 30 (inclusive) at the time of intake/selection.
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.
- Be legally entitled to work according to Ontario's legislation and regulations.

Good-to-Haves

- Project management experience.
- Previous experience in sales.
- French or Spanish speaking skills.

Pay / Hours

- \$15/hour for 37.5 hours/week.
- Business hours are Monday to Friday, 9am-5pm.

Application Instructions

Apply online via our application portal <<https://goodandwell.typeform.com/to/jbRyLZ>> and include the following:

- Resume
- Cover Letter addressed to Tania Framst, including answers to the following questions:
 - What do you hope to gain from the internship?
 - Why are you interested in social enterprise?

Application Deadline: February 7, 2019 at 11:59pm (extended).

Applications submitted via other methods will **not** be reviewed.

Lucky Iron Fish Enterprise is an equal opportunity employer committed to diversity and inclusion. We consider all applicants regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, and Indigenous status.